



Republic of the Philippines  
**Benguet State University**

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January 4, 2023

**OFFICE MEMORANDUM**

**No. 002 s. 2023**

**TO : ALL UNIVERSITY PERSONNEL**

**SUBJECT : Protocol for Submission of the Statement of Assets, Liabilities and Net Worth (SALN), as well as the Composition of the Review and Compliance Team**

1. Pursuant to the provisions of RA6713 regarding the Filing and Submission of the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Conditions, there shall be a Review and Compliance Team to evaluate the SALN Form submitted annually by all government personnel.
2. The Review and Compliance Team shall evaluate the SALN Form submitted to determine whether it was **submitted on time, accomplished completely** and **proper in form** prior to its submission to the Office of the Ombudsman.
3. The following University personnel are hereby designated to compose the **REVIEW AND COMPLIANCE TEAM**:
  - Patselyn A. Botiwey – Administrative Officer IV
  - Charlie M. Turing – Administrative Officer III
  - Gerry Anne W. Calabis – Administrative Assistant II
  - Debbie Ann P. Paza – Administrative Aide VI
  - Bella Liza W. Lampacan – Administrative Assistant II
4. A duly accomplished SALN must be submitted at the Human Resource Management Office (HRMO) every year. For the University, the deadline will be on **January 31 of the following year or until revoked**.
5. Take note that any of the following acts shall constitute a violation of Section 8 of RA No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, and shall be punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense:
  - a. Failure of an official or employee to submit his/her SALN; and
  - b. Failure to disclose or misdeclaration of any asset, liability, business interest, financial connection, and relative in the government in his/her SALN.
6. The designation of the Review and Compliance Team and the provision of this Office Memorandum shall remain enforce unless sooner revoked or amended by this office.
7. This supersedes all the previous Office Order issued related to SALN; and
8. For information and guidance of all.

**FELIPE SALAING COMILA**

President